



ST. MARK'S COLLEGE  
CORPUS CHRISTI COLLEGE

## **Student Advisor, Corpus Christi - St. Mark's College**

“The Community of St. Mark's, which includes St. Mark's College, Corpus Christi College, and St. Mark's Parish, is the Catholic centre at UBC. St. Mark's College educates undergraduate and graduate students through a theological lens, preparing them to become leaders in Catholic schools, healthcare, and social services. It also prepares the academic formation for men preparing to serve as permanent deacons in the Archdiocese of Vancouver. Corpus Christi College provides students with the good undergraduate start that develops the individual student's potential and enables success today and beyond. Our offerings are unique, imbued with Catholic values, while complementary to UBC.”

### **Overview:**

The mandate of the Office of the Registrar, St. Mark's College/Corpus Christi College is to manage and provide operational oversight in eight (8) key areas: admissions, financial aid and awards, academic advising, enrolment services and records, course scheduling, convocation, institutional analysis, and academic policy and regulation in collaboration with the Deans.

The Student Advisor's key responsibility is to support students through their learning and personal development process.

The Student Advisor is responsible for:

- Providing information about academic procedures
- Assisting students to actively take responsibility for their academic progress and educational plans
- Helping students with course selection, transfer and credential planning
- Providing guidance around student success and academic standing.
- Providing guidance regarding student success, student development, and academic standing.

Approximately 75% of the Student Advisor's time will be dedicated to student advising and 25% of the position's time will be dedicated to student development and related tasks.

## **Functional Reporting Relationships:**

The Student Advisor will report to the Registrar of the Colleges and work collaboratively with other members of the Registrar's Office.

Direct Reports - None

## **Expectations and Responsibilities:**

The Academic Advisor performs a range of academic, policy and administrative related tasks including but not limited to the following:

### **A. Academic Planning and Support**

- Responds to and resolves telephone, email, web, in-person and other service channel request from prospective students, current students, parents, sponsors, faculty, and staff.
- Manages a specific portfolio of students and develops a personal education plan in collaboration with those students and coordinates a regular check-in each semester.
- Reviews and processes Letter of Permission requests to ensure that transfer credit policy and college regulations are communicated and upheld.
- Leads student development initiatives, as assigned
- Refers students to other sources when educational, attendance, financial, employment, or other personal factors require the service of other professionals.
- Supports and/or proactively contacts students at critical points in their academic development i.e. registration, academic probation, graduation, etc.

### **B. Policy and Procedure**

- Provides students with policy, procedures and other information related to their program of study and the colleges.
- Supports the colleges' Fair Warning program, including regular assessment of student performance to identify key issues for institutional strategic planning.
- Assists with the Colleges' annual application to graduate process to ensure students have met credential requirements and are eligible to graduate.

### **C. General Administrative Tasks**

- Coordinates advising and student development events, which may include open houses, workshops, and participation in orientation.
- Other duties as assigned.

## **Skills and Qualifications**

- An undergraduate degree with a minimum of two years of experience working directly with students in an advising capacity or in a Registrar's Office or Student Services Setting. An equivalent combination of education and experience will be considered.
- A valid Class 5 BC Driver's License or equivalent.
- Demonstrated knowledge of programs, courses, and services available to students in British Columbia and across Canada.
- Advanced ability to communicate effectively both verbally and in writing.
- Ability to deal courteously and tactfully with faculty staff, students, and members of the general public.
- Ability to work independently as well as part of a team.
- Ability to work cross-functionally across the organization.
- Ability to plan, organize and prioritize tasks and meet deadlines, maintaining accuracy and pay attention to detail.
- Commitment to advancing the mission and vision of St. Mark's College and Corpus Christi College

**Closing Date:** position open until filled

**Preferred Job Start Date:** August 16, 2019

Please submit your resume and cover letter to [hr@corpuschristi.ca](mailto:hr@corpuschristi.ca)